



Adopt-A-Park/Trail Guidelines

Purpose: Adopt-A-Park/Trail Program is designed to encourage the community to work hands on to help keep Waukesha's parks clean, attractive and safe for everyone. This program offers the opportunity for people to get more involved in their community in a way that promotes pride, appreciation and awareness.

Guidelines

1. The parks will be assigned to community organizations on a first-come, first-served basis.
2. A minimum commitment of one year of service to the adopted park/trail is expected. The community organization is expected to perform tasks at their location a minimum of once per month during the months of March thru October. November through February would require a monthly inspection for vandalism, graffiti and other duties.
3. A park may be adopted for an indefinite period of time, unless, there is another organization wishing to adopt a specific park. If this is the case, there would be either a two-year adoption limit for those parks in demand or a collaborative agreement between organizations as to project(s) scope.
4. Those organizations that cannot fulfill their commitment to work on scheduled monthly dates will risk being removed from the Adopt-A-Park Program.
5. Community organizations may perform tasks such as trash pickup, graffiti reporting, weeding landscape beds, sweeping shelters, cleaning picnic tables, mulching trees/shrubs, reporting vandalism, planting flowers and/or other activities as approved by the department.
6. Work is to be completed during park daylight hours only.
7. All participants are to follow the entire park policies set by the City of Waukesha Parks, Recreation and Forestry Board. Failure to do so will result in removal from the program.
8. Each community organization will receive program work forms that must be completed on **every occasion** they are in the parks in order to keep track of volunteers and their hours worked.
9. Please inform the department of your clean up date at least seven days in advance, to include, any special requests that you may have.
10. All participants should be over the age of 18 or accompanied by an adult supervisor. (I.e. scout and youth groups accompanied by adult sponsors).

11. Appropriate clothing for weather, boots (no open-toed shoes) and work gloves should be worn at all times. Wear sunscreen and a hat for sun protection.
12. The department will provide trash bags, nitrile gloves, and t-shirts. You are encouraged to wear the t-shirt for identification and safety reasons.
13. Please do not touch anything you cannot identify and notify the department of any dead animals, hypodermic needles, medical waste, condoms, or chemical containers. Please leave them on site.
14. Recognition will be given by the placement of a sign in a prominent location noting the adoption after the first year is completed. The sign shall identify the City of Waukesha, designated park name and organization's name on it in your adopted park. The sign will remain in the park until your adopted term has ended.

15. **Special Projects**

Special projects may be undertaken in your park with the approval of the Parks, Recreation and Forestry Department and/or Board. The proposal for a project needs to be in a written format and submitted to the department. The organization will be given a response with any special guidelines for the particular project.